



POSITION AVAILABLE

Job Title: Certification Programs Administrator

Position-level: Full-time

Primary Location: Corporate office, Greenbelt, MD or remote.

About NFRC

The National Fenestration Rating Council (NFRC) is a non-profit organization that serves the public by driving widespread usage of fair, accurate, and credible energy performance ratings, serves members by giving them a voice in the ratings development process, and serves the industry by creating an environment of competition that drives energy performance. We envision a future where every window, door, and skylight purchase decision is made using the NFRC label to evaluate energy performance.

At NFRC, we're dedicated to fostering a collaborative culture where teams can work together towards project milestones, completion and deliver. NFRC employees are experts in their fields, and are motivated by our mission to serve our board, participants, members and the public.

What Position Will Entail

The Program Administrator is responsible for the daily coordination of the certification program including interfacing with Inspection Agencies (IAs), labs, and participants.

- Performs daily administrative tasks in support of the certification program
- Performs reviews of certification related information
- Issues Certificates of Authorization (CAs) or Certification Authorization Reports as required
- Performs product certification procedures for the certification program, including assisting with verification testing, assessment, and evaluation procedures as required
- Participates in the development and execution of quality control systems
- Participates in program area planning and evaluation
- Monitors measurable identifiers to achieve program related strategic objectives
- Demonstrates general understanding of NFRC's strategic goals and comprehensive understanding of program area goals
- Supports contractors to develop and complete project related to verification databases and applications
- Works with accounting to administer billing
- Collaborates with technical program SMEs to support the technical needs of the program
- Ensures work is done in accordance with policies, procedures, and work instructions

Desired Skills and Traits

- Bachelor's degree
- 5 years of experience working in fenestration or building products field
- Strong analytical and problem-solving skills
- Knowledge of quality management systems and ISO accreditation
- Knowledge of NFRC certification programs a plus



- Possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions
- Excellent oral, written and interpersonal communication skills
- Advanced skills in Office 365 (Word, Outlook, Excel, PowerPoint, OneNote)
- Ability to manage multiple priorities, self-starter

Work Environment and Physical Demands

- This position operates in a professional environment at the Greenbelt, MD corporate office or working remotely.
- Ability to travel to corporate meetings or other travel as required (<25%)

Work Authorization

Employees must be eligible to work in the United States.